United Nations ST/IC/2011/11

Secretariat

14 April 2011

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2011 competitive examination for French language teachers**

General provisions

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat in the General Service and related categories who wish to take the 2011 competitive examination for French language teachers.

2. The examination for the recruitment of full-time French language teachers to serve in New York is tentatively scheduled to be held on 26 July 2011 at United Nations Headquarters in New York and other locations according to the number and location of qualified applicants convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French language teachers in the Staff Development and Learning Service of the Office of Human Resources Management in New York will be filled.

3. The examination is open to staff members of the United Nations in the General Service and related categories and to external applicants who meet the eligibility requirements. For this examination, French language teachers engaged as individual contractors will be considered external applicants. For the purpose of this examination, staff members from subsidiary organs of the United Nations and separately administered funds and programmes as well as staff members whose service is limited to a particular mission or office of the United Nations are considered external applicants. Such applicants, if successful in the examination, will be informed of their inclusion in the roster and offered a new appointment with the United Nations pursuant to the applicable recruitment procedures and standards of the General Service and related categories, when selected to fill vacancies for French language teachers as they occur at United Nations Headquarters in New York.

* Expiration date of the present information circular: 31 December 2011.

Qualifications

4. Applicants applying for the examination must:

(a) Have French as their main language;[1] a working knowledge of English is required;

(b) Hold an advanced university degree (master's degree or equivalent) in French language teaching, applied linguistics, linguistics, literature or language pedagogy. Advanced university degrees should be from a university or equivalent institution at which French is the language of instruction. An advanced university degree with special emphasis on the theory and practice of teaching French as a foreign language to adult learners is desirable;

(c) Have at least five years of recent experience[2] teaching French as a foreign language to adults, which may come from a variety of corporate, academic and other professional settings;

(d) Have experience in designing materials for teaching French as a foreign language;

(e) Possess a good knowledge of current word-processing and database applications and experience in using information and communication technologies to teach French as a foreign language.

5. Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian or Spanish) and teaching experience at an international level in a multicultural environment are desirable.

Admission

6. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified applicants on the basis of a review of the qualifications that are over and above the minimum criteria set out in paragraph 4 above and an assessment of the work experience as a French language teacher. Applicants who are invited to sit for the examination will be notified in writing of the Board's decision in respect of their application.

Examinations

7. The written examination, which is 4 1/2 hours in duration, will consist of essay questions in one or more of the following areas:

(a) Knowledge of the French language;

(b) Foreign language acquisition and teaching;

(c) Language teaching methodology and methods of assessment;

(d) Materials development in language teaching;

(e) Course design for professional purposes.

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[1] "Main language" is to be understood as the language in which the applicant is best able to teach. Applicants' claims to French as their main language must be supported by relevant documentation in their official status files.

[2] Applicants must have taught French for at least five years after February 2001.

8. The use of a dictionary or any other reference material will not be permitted during the examination.

9. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will take place in New York. Candidates will be assessed on their ability to teach a class and will participate in a competency-based interview. The interview is an integral part of the examination. All candidates admitted to the second part of the examination will be informed in writing of the Board's final recommendations in respect of their candidature. The Board does not release individual scores or results and its decisions are final. Admission to the second part of the examination does not automatically give rise to an appointment with the United Nations.

Travel expenses

10. Applicants should be aware that the United Nations is not responsible for costs incurred during any stage of the examination or appointment.

Establishment of the roster and recruitment of successful candidates

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster for French language teachers in New York.

12. Successful candidates selected from the roster to fill vacancies are normally offered a two-year fixed-term appointment as French language teachers. After two years of satisfactory service on a fixed-term appointment, the candidate will be considered for an appropriate, open-ended appointment according to the rules and regulations in effect at the time of recruitment.

13. Language teachers fall under the General Service and related categories and shall be locally recruited, regardless of their nationality and examination location.

Entitlements and responsibilities of French language teachers[3]

14. Full-time French language teachers at the United Nations work 36 hours per week, which consists of an average of 15 hours of teaching and an equivalent number of work hours for course preparation and correcting students' work. In addition, each full-time French language teacher is assigned tasks such as drafting and updating teaching materials and examinations, designing special courses, consulting with students and participating in meetings and seminars. Full-time teachers participate in activities related to the United Nations Language Proficiency Examination, such as conducting interviews and evaluations, as part of their assigned tasks. They are also expected to meet specific needs linked to the general objectives of the United Nations Language and Communications Programme.

15. The yearly schedule of work for language teachers consists of three terms of 13 weeks each. There is a summer recess of approximately eight weeks, and there are scheduled breaks between terms: three weeks in December and two weeks in April.

[3] In accordance with the report of the International Civil Service Commission, ICSC/52/R.6/Add.3, annex II.

16. The salary scale for language teachers can be found at the following website: www.un.org/Depts/OHRM/salaries_allowances/salaries/usa.htm.

Application for the examination

17. Applicants wishing to participate in the competitive examination for French language teachers are requested to fill out accurately and completely, in English or French, their profile in Inspira (http://careers.un.org) before submitting their application. The application must be submitted through Inspira no later than 7 June 2011 at 11.59 p.m., New York time. Late or incomplete applications will **not** be considered.

18. In the cover note, each applicant should describe a recent situation in which he or she developed language teaching materials for professional purposes, or, if that is not possible, for general purposes. The cover note should be limited to a maximum of 500 words.

19. Each applicant should upload with his or her Inspira application copies of all diplomas, certificates and information on work experience (including dates and length of time), especially if relevant for French language teaching, as well as international experience, if any.

20. Applicants should submit their application once only through Inspira. Applicants should **not** submit a separate copy of their application by e-mail, fax or regular mail. An acknowledgement of receipt of the application will be sent to the applicants by e-mail immediately following the submission of their application. Applicants must keep the acknowledgement e-mail as proof of submission of their application. Applicants are strongly encouraged to apply as early as possible.

21. Candidates experiencing technical difficulties in submitting their application should contact the help desk at the following address: inspirasupport@un.org.